

# *The House Special*



*Volume 31 Issue 11*

*Skyline House*

*November 2011*



## **BOARD OF DIRECTORS**

**President, Maria Elena Schacknies**

I assumed the presidency of this Association in March of this year, and I have to confess that it has not been an easy task. I get the sense that the same frustrations that are plaguing our Nation are also reflected in our community. We are all very busy persons and we try to do our best to work in harmony. The other day I heard Charley Roberts say that many years ago, he ran for the Board because he didn't want the condo fees to go up, and then he got an education. I hope that many others will want to run for the Board and get that education.

Thus far no one has volunteered to assume the Chair of the Covenants Committee to replace Joe Livingston, who left that post last month after many years of service. I urged owners to give some thought to filling this vital position in the governance of our community. I welcomed Janice Hill as the new Chair of the Community Relations Committee and Gary Akin as the new Chair of the Physical Plant and Operations Committee. I am also happy to announce that the Safety, Security and Neighborhood Watch Committee has taken on the task of preparing an Emergency Action Plan for Skyline in case of community-wide emergencies like this year's hurricanes and earthquake.

I have asked the Chairs of Committees to get together with me to discuss issues related to their respective Committees at a meeting which will take place on December 5<sup>th</sup>. The object of this exercise is to ensure that the Committees, Board, and owners are working together toward the same goal, which is to serve the whole community through volunteer effort.

The Board has been hard at work reviewing the Bylaws and updating some of its articles. There is more work to do, and we expect to finalize the effort by the end of November. Then we will share proposed changes with the community in preparation for an official vote in March of 2012 at the Annual Meeting.

Skyline House obtained the necessary HUD FHA Certifications in early 2011 and will have to recertify in early 2013. The HUD FHA certification is necessary in order for buyers to secure FHA loans.

The Board approved the 2012 Operating and Reserve Budget. The condo fee will increase 4.1 percent in 2012. This increase provides for a 4 percent increase to the Reserve Budget.

The Board approved the modernization of the four garage elevators without replacement of their hydraulic cylinders. A much-needed sump pump will be installed in Elevator # 2 in the West Building. The contract under which this work will be performed also includes the replacement of call buttons in all eight residential-structure elevators and five years of periodic maintenance of all elevators on the property.

As members of the Board of Directors, we have a fiduciary duty to Skyline House home owners to manage and operate the Association with the same degree of care that a reasonable and prudent person would use under the same or similar circumstances. We must act in good faith and exercise sound business judgment as we manage the affairs of the Association. It is our obligation and responsibility to make rational and informed decisions. As we serve the best interests of the Unit Owners Association, we must strictly follow all applicable laws and the Association's governing documents. These we must enforce in a fair and uniform manner, and we cannot act out of passion, prejudice, revenge or any other negative emotion or motivation. We must also avoid actions based on self-interest or personal gain.

In order to make sound decisions, we need to obtain and consider all the relevant facts and circumstances, identify the various options available to us, and carefully consider the best course of action for the Association and the owners as a whole.

But the members of the Board of Directors cannot possibly accomplish all the research and staff work necessary before they can make final decisions. The General Manager and her staff and the Committees play critically important roles in preparing proposals for the Board to act upon. Committees perform "the heavy lifting" of researching or coordinating with the General Manager on the proposals they present to the Board. An Association member who steps forward to join a Committee helps to develop these proposals and thus can have an important impact on Skyline House.

Action items typically circulate through all the Committees that are chartered to address the various subject areas included in the items. For example, a major repair would affect both the building structure and the budget. Therefore, this issue would be discussed consecutively by the Physical Plant and Operations Committee (PPOC) and the Financial Management Committee (FMC), usually resulting in an agreed-upon recommendation to the Board of Directors.

A recommendation on which all of the involved Committees concur is obviously preferable. However, Committees are independent entities, and they are free to develop and submit independent proposals to the Board. This can result in the Board having to review and decide on more than one proposal on the same action item.

The Board and the Committees have separate and independent functions. Yet the best interests of the Skyline House Unit Owners Association depend on their harmonious interaction.

The Association is surely the unit of government that most directly affects our quality of life in this condominium. As past and current members of the Board of Directors and its Committees will tell you, your participation in the governance of our Association can make a very big difference. Get involved! Your contributions will be valued, and you will have the satisfaction of knowing that you did your part to maintain and improve Skyline House.



# BOARD MEMBER REPORT

## Treasurer, Charles Roberts

President Maria Elena Schacknies convened the 6<sup>th</sup> Regular Meeting of the 31<sup>st</sup> Board of Directors of the Skyline House Unit Owners' Association on Wednesday evening, October 26<sup>th</sup>. Among the Agenda items for that meeting was one item of particular significance to our Association-- consideration and approval of the Association's budget for the 2012 business year, which begins January 1<sup>st</sup>.

The 2012 budget was approved unanimously on a 5-0 vote. There was no discussion and no debate on the approval motion. Those attending the Board meeting might have been left with the incorrect impression that the motion was of little importance. In fact, as it is every year, that vote was the single most important vote the Board takes all year.

The budget is developed over many months. General Manager Gusbey Silva and her staff draft the budget in the spring, and in the summer it is reviewed by two subcommittees of the Financial Management Committee (FMC). These subcommittees consider and recommend changes to the Operating and Reserve components of the budget. The FMC approves the final draft and proposes it to the Board of Directors, which received the 2012 budget in the documents package for the September meeting.

The budget for 2012 includes a 4.12% increase in the Regular Assessment, commonly referred to as the "condo fee." Unit owners understandably will question why an increase of this size is warranted when the economy has been in a prolonged period of low inflation, as measured by the Consumer Price Index. Although employee payroll is the largest single line item in the operating budget, with an increase of only 1.7%, it is not a key factor in the Regular Assessment increase. More on that later.

Two factors that drive the Regular Assessment increase for the coming year are utility costs and reserve requirements. In the Operating budget, rates for electricity and the combined budget line items of water and sewer services continue to rise. Our energy management system and replacement--where practical--of incandescents with compact fluorescent bulbs have constrained power usage but not the overall cost. The budget line for electricity increases by 6.02 % in 2012. Costs for water and sewer are harder to manage since much of the usage takes place in the apartments, is unmetered, and is covered by the Regular Assessment. The rates charged by the Fairfax Water and Sewer Authority have gone up, and so has the usage. The \$63,000 increase for 2012 in the water and sewer budget line represents an increase of 31.19% and in dollar terms is the largest increase over the 2011 budget figure.

The Commonwealth of Virginia requires associations such as ours to engage third-party consultants to study the components of our physical plant and establish a schedule for their replacement based on the reasonably expected service life of each component. The increase of 4.0%, or \$53,637, in all reserve transfers for 2012 was recommended by our reserve advisors, Mason & Mason Capital Reserve Analysts, Inc. While the Association has benefited recently from low materials costs and low labor rates, Mason & Mason has advised the Association that a half-percent increase in reserve contributions is required to protect against inflation in the future. Since we began funding our reserves in a disciplined manner, the Association has been able to undertake all major replacement activities without waiting for key components to fail and without the need for special assessments above and beyond the Regular Assessment. The 2012 increase in reserve contributions helps assure our ability to accomplish major repair and replacement activities in a timely and affordable manner.

Returning to the largest line item in the budget, employee payroll, I have recently heard well-intended recommendations from some Unit Owners to the effect that the Association should retain the services of a professional management company and abandon our commitment to self-management. Skyline House is, after all, somewhat unique in this aspect of our operation. In my opinion, if the Association were to do so, we would exchange a payroll line item for a property management line item in the budget and end up with less in terms of service and quality of life.

In order to obtain the current level of service under a management company, I believe the Association would have to pay more than we pay our current staff. This opinion is based on my experience not as a Board member but as a volunteer serving on the election committee in the late 1980's when the then-present management company could not produce in a timely manner for the Annual Meeting a list of Unit Owners entitled to vote. Bookkeeping was centralized, and Skyline House was "out of sight, out of mind" as far as the management company was concerned. With a management company we could expect employee "churn" in key positions. For example, it is not easy to be the General Manager of a condominium association. Over the past decade we have had one General Manager. A nearby condominium operated by a management company has had five in the same period. I prefer living at Skyline House.

Today our Association is fortunate to benefit from the services of a number of employees who have served us for decades. They know us, they know our facility, and we know them. Lines of accountability are clear and strong, and this goes a long way toward assuring good work performance. We reward our employees appropriately with pay and benefits packages which attract and retain good workers. Everyone hired by Skyline House is expected to succeed in his or her work and is given every opportunity to do so, but poor workers do not last long here.

Living in a self-managed community such as ours does demand one thing from its Unit Owners--engagement in the governance process. The Association will elect three directors at the Annual Meeting in March. Every Committee of the Association could benefit from greater membership and participation. I urge you to engage in our governance process, learn how it works, and help it work better for your benefit and the benefit of all Unit Owners.

Very respectfully,

Charley Roberts, Treasurer  
Skyline House Unit Owners' Association



## **MANAGEMENT**

**General Manager, Gusbey Silva**

### **Replacement of the Fire Alarm Headend System**

The West Building inspection was performed on October 12<sup>th</sup>, after the two additional pull stations, required by the Fire Marshall, were installed in the garage deck. During the latest round of testing the Fire Marshall discovered six fireman phone assemblies not working and in need of replacement in the East Building. As soon as these are replaced the Fire Marshall will be scheduled to come back for a final testing of fire alarms.

### **Garage Structural Inspection**

The Garage Structural Inspection, which is performed every four years by Dr. Poston, took place this year during the first week of October. We should receive his report in early November. Any findings will be discussed during the November meetings of Committees and the Board.

## **Penthouse Walls Concrete Repairs and Window Sealant Replacement Project**

The work on this project started on Monday, September 19<sup>th</sup> with an estimated completion date of October 21<sup>st</sup>. However, we have had eight rain days so far during this project, and the resulting unavoidable delays have postponed the estimated completion date to November 2<sup>nd</sup>. The Consultant Engineer has determined that the expansion joint located in both penthouse structures is in need of replacement. The estimated cost for the joint replacement is \$3,800. This task will also delay by a few more days the completion for this job.

## **Garage Elevators Modernization**

The contract for this project was approved by the Board of Directors during their October meeting. The contractor provided us with an estimated start day for this job of February 1<sup>st</sup>. At that time, one by one, each of the elevators will be taken out of service for modernization for a period of approximately six weeks. After the contractor completes work on one elevator, another will be taken out of service, and so on until the modernization project is finished. The estimated completion date for the modernization of all four garage elevators, to include the interior cabs renovation, is the end of May or early June.

## **Replacement of Balcony Window Panels**

The contract for the replacement of the balcony window panels as approved by the Board of Directors during their September meeting has been signed. The estimated start day for this project is December 19<sup>th</sup> with a completion date of March 30<sup>th</sup>, 2012. This estimated date includes the installation of the panels in all balconies of the West Building and on the north side of the East Building, at the rate of six balconies per day. The panels on the south side of the East Building will be done later in the year after the balcony railing replacement project has been completed.

Prior to the start date, the contractor will install a mock-up in one of the units owned by the Association in the West Building. The installation of the panels in the mock-up unit will be inspected and approved prior to continuing with the installation of the panels in the remaining balconies.

The balcony window panel installation will be done by accessing the balcony through the units and will start with the top floor of the West Building and then proceed downward. Notices will be posted at least a month in advance. Notices will also be placed under the door of each unit at least a week in advance with the installation date and time and any necessary instructions pertaining to balcony furniture.



# **INFO FROM THE ENGINEER**

**Chief Engineer, Greg Grimm**

## **Storage Bins**

The floor serves at the bottom of some residents' storage bins. We strongly recommend that if you have one of these bins, you put something on the floor (like a wooden pallet) to raise your storage items off the floor. From time to time we get leaks in the storage rooms from units above or from heavy rains, and water stands on the floor. Lifting your items off the floor will protect them from getting wet and absorbing water if this ever happens in your storage area.

## **Leak Detectors**

Recently we had a leak where two residents below the leak had leak detectors, and the leak detectors alerted us to the leaks as soon as the water started. This prevented the leaks from becoming floods. We recommend that you have one of these devices on the floor in your hvac closet, to alert you immediately if a leak starts in your hvac closet, or enters your closet from a unit above yours.

## **Ice Maker Connections**

Some units have had ice maker water lines installed that are flexible plastic water lines. Please note that, while these lines work for a period of time, usually within the first year or so they tend to develop pin holes and cause leaks which flood kitchens. Usually these leaks also spread into the residential corridors. If you happen to have a plastic water line that supplies water to your refrigerator/ice maker from under your kitchen sink, please consider having that line changed to a copper water line, because the original plastic line will eventually leak. You can call the Management Office to arrange changing the line to copper.

## **Dishwasher Connections**

A dishwasher supply line recently separated from the valve that supplies water to the dishwasher. (This valve is located under the kitchen sink.) If you have had your dishwasher replaced, or removed and re-installed for any reason, visually inspect the connection at the valve and check carefully for leakage or corrosion. If you have a new dishwasher installed, make sure the water line from the valve connection under the sink is *also* replaced. Do not reuse the existing old water line.

## **Fire Extinguishers**

If you have a fire extinguisher in your unit that needs to be serviced, and the label indicates that it is rechargeable, we will have it serviced for you for \$22.00. If you want to have this work done, please drop off your extinguisher at the Front Desk not later than the evening of November 14<sup>th</sup>, with your payment. Make sure that your unit number is written on your extinguisher with permanent ink, so that we can identify who owns each extinguisher. They will be serviced on the 15<sup>th</sup> and can be picked up at the Front Desk any time after 5pm that evening.

## **Fire Alarm System**

If there is a fire alarm in the building, the alarm system sounds the alarm on three floors, the floor of the alarm, the floor above and the floor below, just as it always has. When this happens, you should evacuate the building immediately. If the alarm is not ringing on your floor, there's no reason for you to evacuate. Of course if there is an actual fire alarm, the elevators will be out of service. (The alarm system will send all the elevators to the lobby and keep them there for Fire Department use.) With the upgrade of the Fire Alarm System we will also now be able to make an announcement over the speakers where the alarm occurred, letting you know that everything is okay. Of course, also remember that when the Alarm System is silenced, that's the signal that all is clear, and that it is safe to return to your unit. At that time, the elevators will go back into service.

We also maintain a list of special needs residents that would require assistance getting out of the building, which is updated monthly. Copies of this list are kept in the Fire Control Room for the fire department to use, in case of fire. If you are on this list, and the fire alarm rings and you need to evacuate your floor, someone from the Fire Department will come to assist you, so you should wait in your unit for assistance. If you are not sure if you are on this list, please check with the office, to make sure our list is up-to-date and you are included.



# PHYSICAL PLANT & OPERATIONS

**Chair, Gary Akin**

Greetings! The Committee met on October 13, 2011 at 7:00 p.m. in the West Card Room. The main agenda item for discussion and recommendation to the Board of Directors was the Garage Elevators Modernization project, which had initially been discussed at the September Board meeting. The Board referred this project back to the PPOC for reconsideration of the Committee's previous recommendation. Based on its research and review of the evidence, the Committee had recommended not replacing any of the four garage elevators' hydraulic double cylinders (which meet the applicable elevator code) or the jack units that raise and lower the elevator cars, during the current modernization effort. The Committee thanks the Board for the opportunity to address the replacement issue again. Skyline House Unit Owners Association Management, our Elevator Consultant, the PPOC Chair and Board Liaison, and the three companies submitting the best proposals met on October 5, 2011. After a thorough review and exhaustive discussion of the Garage Elevators Modernization project, the PPOC recommended the following to the Board:

- Award Garage Elevators Modernization contract to Avery Elevator Corporation.
- Retain the four garage elevators' hydraulic cylinder jack units.
- Install a sump pump with Electronic "Flood Free" switch to alleviate the water problem associated with the Garage West #2 elevator pit (that has tended to occur over the past 20 years when there is a hard rain).

As discussed at the October 5<sup>th</sup> meeting, all three contractors recommended retaining the existing cylinders. After considering issues of safety and equipment reliability, costs of this and other options, and the possibility that damage could be caused in the process of replacing this equipment, the Committee deemed it best to follow the contractors' advice.

Congratulations to the Garden Club on its beautification achievements. What great work all of you are doing with the flower beds and "river rock" for the West Building side project, the "garage exit" project, and the dead shrub replacement effort. By the end of this year, the Garden Club will have spent \$4,800 on these beautification projects. It is estimated that to achieve equivalent results by contracting out these projects would have cost \$12,000.

Come join us at future PPOC meetings. Some of the upcoming items/projects we will be addressing are: individual water metering, the West Building entrance door, exercise room relocation and improvements, energy audit study, identifying ways and means to decrease the cost of common area electricity by twenty percent annually, and revisiting window panel replacement in areas other than the balconies.

We welcome your feedback on this article or any matter pertaining to the PPOC. This is our home! Come join us. Cheers!



# FINANCIAL MANAGMENT

**Chair, Wynfred Joshua**

The Financial Management Committee met on Monday, October 17, 2011. For the month of September total income was \$327,378 with expenditures of \$236,835. Total income less expenditures amounted to \$90,524. The monthly Reserve Contribution was \$111,744, leaving a net loss before taxes of \$21,220. Deducting estimated taxes left a negative income of \$26,470 for this past month. Our year-to-date income, however, is a positive \$66,575 as a result of a gain on maturing investments.

The delinquent amount attributable to late condo fees grew this past month some \$700 to almost \$62,400. This figure was caused by 10 owners who were between 10 and 60 days late owing about \$5,700, and 6 owners who were almost \$55,000 behind. A couple of owners owed \$1,630 due to covenant violations.

Our Committee discussed at length the problem of delinquent condo fees. Members rejected the notion of allowing delinquent owners to pay fees by credit card as unfair to other owners, cumbersome to administer, and unlikely to produce results. When owners are more than 60 days late in paying their condo fee, their benefits are suspended. FMC members asked management to check whether it would be possible also to suspend cable TV service and what this would entail financially for the Association. Members welcomed the Board's efforts to amend the original bylaws to bring them up to date, which include raising the late fee.

We stressed, however, that our rate of delinquencies is minor compared to other condominiums.

As expected, our electricity bill for September did go down to some \$15,254. The year-to-date expenditure was still about \$1,600 within the budget. The water bill continued to cause concern with a year-to-date figure of some \$52,660 over budget. We also welcome the Board's efforts to propose a change in the bylaws which would help determine water use/cost of each individual unit and thus yield a much fairer arrangement for all owners.

Members once more raised the possibility of switching to LED lighting for the common areas. Management already changed incandescent light bulbs to compact fluorescents; except for switching out lights, our management has done as much as possible to save electricity costs. A major advantage of LED lighting is its longevity, but the costs of acquiring it are prohibitive--some \$24 for the equivalent of a 100 watt bulb--and are not within the 2012 budget. Hence FMC members rejected the LED alternative.

After considerable discussion members recommended to the Board that it award a contract to the Avery Elevator Company for \$758,176 to cover the modernization of the garage elevators, 5 years maintenance, and replacement of one cylinder in the elevator which has a pit water problem. The most cost effective way appeared to be the replacement of the one cylinder which could then indicate whether there was any corrosion or damage. If not, we would not need to be concerned about the cylinders in the other elevators. This would save us some \$90,000. If damage was evident, we could then consider whether to replace the other cylinders. Also, the FMC recommended awarding an additional \$22,960 contract to repair the hall button risers of the passenger elevators. Funds are available for both contracts.

The next session of the FMC is scheduled for the third Monday of the month, on November 21. We welcome all Skyline House community members to join us and give us their advice.



## **SECURITY, SAFETY AND NEIGHBORHOOD WATCH**

**Chair, Robert J. "Bob" De Mayo**

The SS&NWC met on October 12<sup>th</sup>, 2011, at 7 p.m. in the Skyline House West Card Room. Committee members present were Mr. De Mayo, Chairperson, and Mr. Lambert, Mrs. Ponce-Manrique, Ms. Jones and Ms. Chilman. The Management Office was represented by Ms. Tycia Haight.



Mr. De Mayo reminded all to update the Neighborhood Watch Roster with current telephone numbers and e-mail addresses; he will send out a current list of Watchers, both emeritus and current, as soon as possible. Two new watchers were warmly welcomed: Ms. Annick Trottier (East Building) and Ms. Diane Zierhoffer (West building). All watchers, both current and aspiring, are reminded that on 1 November at 6:30 p.m., a formal Neighborhood Watch training session by our Fairfax County Community Police Officer, PFC Brendan Murphy, will be held at the Mason District Government Center on Columbia Pike. Free transport to and from will be provided by the chairperson. We will depart our front lobby at 6:00 p.m. and return after the Neighborhood Watch Training and the Citizens Advisory Council, at about 8:30 p.m. Light refreshments and snacks will be provided by the Council.

Ms. Haight from the Management Office provided a brief report on minor traffic incidents and a wrap-up of Neighborhood Watch patrol reports with maintenance items reported.

Our Committee will adopt a "monthly theme" to focus the activities of the SS&NWC; we will announce this theme either by posting flyers on the bulletin boards or by providing a display on the easel in the mail lobbies. The theme for November 2011 is "Courtesy-Try it! It's Contagious!" Our concerns, which reflect dialogue with Skyline House residents, are: (1) Consideration is needed within our house for the elderly, both in the hallways and on the elevator. Let's try not to knock them over in our daily rush!; (2) Smokers, do not throw your butts off the balconies! It's rude and disgusting!; and, (3) Everyone! Turn on your headlights in the garage immediately after you push the button to open the door. It will help others see you coming and help you see them sooner.

The Committee welcomes ideas for future months such as suggestions received for a Poison Safety Month and a Domestic Violence Month. Thanks!



## COMMUNITY RELATIONS

**Chair, Janice L. Hill**

The first meeting of the revitalized Community Relations Committee was held Thursday, October 20 with four people attending. We are looking for new members and strongly encourage participation. Meetings will be held the third Thursday of the month.

The Committee's first activity was a "Meet the Candidates" night held Thursday evening, October 27 in the West Penthouse Party Room. The candidates attending the event were:

- Sen. Dick Saslaw – 35<sup>th</sup> District, Senate
- David Feld, Mason District Supervisor
- Delegate Alfonso Lopez – 49<sup>th</sup> District, House of Delegates
- Robert Sarvis – 35<sup>th</sup> District, Senate

The night started with informal greetings. Then each candidate gave a five-minute presentation on his background and interests. These presentations were followed by questions from residents and a lively discussion by the candidates.

The Committee is actively keeping track of the Columbia Pike Transit Initiative. This Initiative is focused on addressing the growing transportation needs of the area between Pentagon City and the Bailey's Crossroads/Skyline area via Columbia Pike. Under consideration is modern streetcar

service. The next Pike Transit Initiative Community Coordination Committee meeting will be held Monday, November 14, 2011 in the Cafeteria of Patrick Henry Elementary School, 701 S. Highland Street, Arlington, VA 22204, from 7:00–9:00 pm. If you are interested in the growing transportation needs of the Skyline House community, please attend this meeting.

The next Committee meeting will be Thursday, November 17, at 7:00 p.m. in the West Card Room. Please come and join us. We are interested in your thoughts and concerns, and we want to know about matters you would like the Committee address. If you have any questions or concerns, or need additional information about the Committee, please do not hesitate to contact Committee Chair, Janice Hill, at [janicelh21@gmail.com](mailto:janicelh21@gmail.com).

## ***GOOD NEIGHBORS***

**Good Neighbors assist residents in need of temporary help due to illness or emergency. Services provided are typically short-term and in the local area. For example, picking up mail or prescriptions or making small grocery purchases. Anyone experiencing a medical emergency should call 911 immediately.**

### **NOVEMBER**

**LOUISE ALBIN 703-379-1645**

**NORMA ANDERSON 703-931-0850**

Good Neighbors welcomes new members to assist those in need. If you are interested in serving your neighbors, call Coordinator Toska Prather or Virginia Fissmer. Their contact information is listed in the newsletter directory.

## **MAGAZINES FOR ALEXANDRIA HOSPITAL**

Thank you very much to the Skyline residents who have been faithfully donating their magazines via the collection box located at the Front Desk. Your contributions are routinely distributed to Alexandria Hospital and other medical facilities such as Chemotherapy and Dialysis Units and Cardiology and Specialized Medicine waiting rooms. Your donated magazines provide much needed distraction for patients awaiting or going through difficult medical procedures and help to break up some very long hours for family members and friends accompanying and visiting those patients.

Please remember to donate your current (please no old/outdated) magazines to the Front Desk. If you have any questions regarding this much appreciated program, please call Marilyn Baker at 703-671-6759.

# **A CALL FOR VOLUNTEERS COMMUNITY RELATIONS COMMITTEE**

THE BOARD OF DIRECTORS HAS RE-INSTITUTED A COMMUNITY RELATIONS COMMITTEE (CRC). JANICE HILL CHAIRS THE COMMITTEE, WHICH ENSURES THAT SKYLINE HOUSE HAS A VOICE IN COMMUNITY MATTERS AFFECTING US ALL.

PEOPLE INTERERESTED IN SERVING ON THIS COMMITTEE SHOULD PLEASE EXPRESS THEIR INTEREST TO:

JANICE HILL AT

[Janicelh21@gmail.com](mailto:Janicelh21@gmail.com) or 703-415-1537

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**What follows is a working draft of a Charter for the re-instituted Committee**

Skyline House Unit Owners Association

## **COMMUNITY RELATIONS COMMITTEE**

### **Charter**

The purpose of the Community Relations Committee (CRC) is to establish and maintain relationships with the community at large and to advise the Board on issues of potential interest to the Association. The CRC will assist the Board in keeping current with external affairs that might have an impact on the Association and its members.

Specific CRC responsibilities include:

Serve as an information channel to the Board and residents on issues that may affect the community at large and Skyline House residents as members of this community, including issues such as zoning, public transportation, revitalization and construction.

Establish cooperative relationships with other community associations, public service organizations and interest groups to identify opportunities for joint action benefitting Skyline House Unit Owners and residents as well as the larger community and, with the approval of the Board of Directors, send Skyline House representatives to public hearings and meetings and review and report findings which may affect the Association.

**Skyline House Unit Owners' Association, Inc.**  
**3711 South George Mason Drive**  
**Falls Church VA 22041-3711**

**!!HELP WANTED!!**  
**Skyline House**  
**Seeks**  
**LEADER**  
**To Chair**  
**The**  
**COVENANTS COMMITTEE**

**Qualifications:** This important volunteer position needs a Skyline unit owner with a legal background who can cooperatively develop, interpret and implement rules, regulations, and other technical documents.

**Responsibilities:** This volunteer leads a committee which

- Formulates and maintains the regulations established by the Board of Directors for the day-to-day operations of Skyline House.
- Monitors compliance by unit owners and renters.
- Establishes procedures for the enforcement of the rules and regulations.
- Conducts hearings to levy assessments and/or institute sanctions when deemed necessary.
- Handles all matters pertaining to the nominations, balloting, tabulation of votes, and certification of voting outcomes for the Board of Directors elections.

**Rewards:**

- The gratitude of the Skyline House Community.
- The satisfaction of performing a challenging public service and *making a crucial difference in the day-to-day lives of your neighbors.*

**For More Information, please contact:** Maria Elena Schacknies at [Mariaelena.shuoa@gmail.com](mailto:Mariaelena.shuoa@gmail.com) or 703-820-2239.



# SKYLINE HOUSE CALENDAR

## NOVEMBER 2011

([WWW.SHUOA.ORG](http://WWW.SHUOA.ORG))



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	8	9 <b>Security, Safety, and Neighborhood Watch Comm.</b> 7:00 p.m. W. Card Room	10 <b>Physical Plant &amp; Operations Comm.</b> 7:00 p.m. W. Card Room	11	12
13	14 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	15	16	17 <b>Community Relations Comm.</b> 7:00 p.m. W. Card Room	18	19
20	21 <b>Financial Mgmt. Comm.</b> 7:00 p.m. <b>W. Card Room</b> <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	22	23	24	25	26
27	28 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	29	30 <b>BOARD MEETING</b> 7:00 p.m. W. Card Room			
<b>GOOD NEIGHBORS: Louise Albin 703-379-1645 and Norma Anderson 703-931-0850</b>						

### BOARD OF DIRECTORS

Pres., Maria Elena Schacknies 1302W 820-2239 mariaelena.shuoa@gmail.com  
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THE HOUSE SPECIAL is published by  
Skyline House Unit Owners’ Association, Inc., 3711 South George Mason Drive, Falls Church, Va. 22041-3711  
The House Special is printed by Dan Daniels Pioneer Press

